

**DISTRICT OF COLUMBIA  
ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION  
BYLAWS**

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**ARTICLE I. NAME**

The name of this organization shall be the District of Columbia Association of Career and Technical Education, a 501(c)3 registered agency. However, the "DC ACTE" may officially be used to designate the organization, its committees, or members thereof. DC ACTE is an affiliate association and unified with the Association of Career and Technical Education ("ACTE").

**ARTICLE II. MISSION AND PURPOSE**

**A. Mission**

The mission of DC ACTE is to provide the educational leadership needed to develop a career and technical education community and competitive workforce within the District.

**B. Purpose**

The following are the purposes of DC ACTE.

1. Unite the profession of career and technical education (CTE) across the District of Columbia, promoting a closer relationship between state and national agencies primarily engaged in CTE, other state and national agencies, and professional organizations involved in education and workforce development.
2. Unify all DC ACTE members.
3. Promote local, state, and national legislation on behalf of CTE.
4. Increase the effectiveness of CTE throughout the District of Columbia.
5. Encourage further development of CTE secondary and postsecondary programs.
6. Emphasize and encourage the promotion and expansion of the nationally recognized career and technical student organizations within the District of Columbia.
7. Provide opportunities for networking and promoting professional development for its members.
8. Promote access and equity within the District of Columbia CTE programs and within the profession.

**C. Powers**

The DC ACTE shall have and possess all rights, powers, and privileges given to the DC ACTE by common law, to sue and be sued, to borrow money and secure payment of the same by notes, bonds and mortgages upon personal and real property, and to rent, lease, purchase, hold, sell, and convey such personal and real property as may be necessary and proper for the purpose of erecting buildings, and for other proper objects of the DC ACTE.

**ARTICLE III. MEMBERSHIP**

**A. Eligibility**

All persons interested in the purposes of the DC ACTE shall be eligible for membership.

**B. Classification of Members**

1. Professional Membership
2. Student Membership
3. Emeritus Membership
4. DC ACTE Life Membership

### C. Membership Descriptions

1. Professional Membership:
  - a. full-time and part-time CTE professionals employed or interested in CTE within the District of Columbia.
2. Student Membership:
  - a. individual membership for persons enrolled in a secondary or postsecondary institution within the District of Columbia; and
  - b. student members are not employed full-time within the District of Columbia's education system.
3. Emeritus Membership:
  - a. individual membership for retired District of Columbia CTE professionals, by residence or previous employment.
4. DC ACTE Life Membership:
  - a. individual membership for past DC ACTE presidents.

### D. Dues

ACTE collects dues on behalf of DC ACTE under the supervision of the DC ACTE President and Treasurer.

1. Membership dues shall be remitted for the following classifications:
  - a. Professional Membership:
    - i. membership dues are \$20.00; and
    - ii. professional members are required to hold DC ACTE and National ACTE memberships simultaneously.
  - b. Student Membership:
    - i. membership dues are \$10.00; and
    - ii. the student must provide a current transcript or a copy of a valid student ID for membership.
  - c. Emeritus Membership:
    - i. membership dues are \$10.00.
  - d. DC ACTE Life Membership:
    - i. membership dues are \$0.00; and
    - ii. the "DC ACTE Life Member" must renew their membership annually.

### E. Voting and Holding Office

1. DC ACTE Professional members shall be considered eligible for voting, officer positions, committee leadership, awards, and assembly of delegates.
2. DC ACTE Student members shall be considered eligible for voting, committee leadership, and awards.
3. DC ACTE Emeritus members shall be considered eligible for voting, officer positions, committee leadership, and awards.
4. DC ACTE Life members shall be considered eligible for voting, officer positions, committee leadership, and awards.

**F. Membership Year**

Membership shall begin with payment of dues. The membership year shall begin October 1 of one year and end September 30 of the following year, regardless of when dues are paid. Membership dues are not prorated.

**G. Dues Setting Authority**

DC ACTE Membership dues amounts are proposed by the DC ACTE Executive Committee and voted on by the membership.

**ARTICLE IV. ORGANIZATIONAL STRUCTURE****A. Affiliated State Associations**

Affiliated state associations are organizations which are organized for the purpose of providing leadership and services to promote, improve, and maintain the quality of CTE in that state. Affiliated state associations are those applying for and approved by the Board of Directors for this status. In addition, one association organized for individuals employed by federal and national offices shall be recognized as a state association and shall conform to the requirements of and have the rights and privileges accorded to state associations in these Bylaws. Affiliated state associations shall meet the following criteria:

1. effective January 1, 1999, each state may have a single affiliated association.  
Any state, the District of Columbia, commonwealth, territory, insular area, or nation shall be considered eligible for affiliation with National ACTE as state associations;
2. the organizational structure of each affiliated state association shall embrace all those interested in CTE who are from that state;
3. the bylaws and policies of an affiliated state association shall not be in conflict with the ACTE Bylaws and operating policies; and
4. each affiliated state association shall provide its members an opportunity to affiliate with any division category in the ACTE structure.

**ARTICLE V. OFFICERS****A. DC ACTE Officers**

1. The officers of the Association shall be a president, vice president, treasurer, and secretary.
2. The aforementioned officers shall serve as the DC ACTE Executive Committee.
3. All officer terms are two years.

**B. Duties of Officers**

1. The President shall perform all the duties as assigned by the DC ACTE Executive Committee which include:
  - a. attending monthly virtual National ACTE state association meetings;
  - b. attending the annual ACTE Careertech Vision Conference;
  - c. attending ACTE National Policy Seminar;
  - d. attending the ACTE Region I Conference;
  - e. presiding over all DC ACTE General Association, Business, and AD Hoc Meetings;
  - f. ensuring the State Association meets all requirements and remains in good standing with National ACTE and the District of Columbia; and
  - g. support and promote the Strategic Plan of DC ACTE.

2. The Vice-President shall perform all the duties as assigned by the DC ACTE Executive Committee, which include:
  - a. serving in an advisory capacity to the president and coordinating the activities of all committees;
  - b. serve in the absence of the President when appropriate;
  - c. attending the annual ACTE Careertech Vision Conference;
  - d. attending the ACTE Region I Conference; and
  - e. support and promote the Strategic Plan of DC ACTE.
3. The treasurer shall perform all the duties as assigned by the DC ACTE finances Executive Committee, which include:
  - a. the maintenance, reporting, and accounting for all DC ACTE finances and performing such duties as directed by the Executive Committee;
  - b. attending the annual ACTE Careertech Vision Conference;
  - c. attending the ACTE Region I Conference; and
  - d. support and promote the Strategic Plan of DC ACTE.
4. The secretary shall perform all the duties as assigned by the DC ACTE finances Executive Committee, which include:
  - a. recording and publishing the proceedings of Executive Committee, Business, and General Association Meetings, in addition to, performing such duties as directed by the Executive Committee;
  - b. attending the annual ACTE Careertech Vision Conference;
  - c. attending the ACTE Region I Conference; and
  - d. support and promote the Strategic Plan of DC ACTE.

### **C. Qualifications of Officers**

1. The President shall:
  - a. be a professional DC ACTE member in good standing for at least two (2) consecutive years;
  - b. has served on a DC ACTE Standing Committee for at least one (1) year;
  - c. demonstrated leadership within the District of Columbia's CTE community;
  - d. attended at least one (1) ACTE Vision Conference; and
  - e. be able to give a sufficient amount of time to carry out the duties of the office.
2. The Vice-President shall:
  - a. be a professional DC ACTE member in good standing for at least two (2) consecutive years;
  - b. has served on a DC ACTE Standing Committee for at least one (1) year;
  - c. demonstrated leadership within the District of Columbia's CTE community; and
  - d. be able to give a sufficient amount of time to carry out the duties of the office.
3. The Treasurer shall:
  - a. be a professional DC ACTE member in good standing for at least two (2) consecutive years;
  - b. has served on a DC ACTE Standing Committee for at least one (1) year;
  - c. demonstrated leadership within the District of Columbia's CTE community; and
  - d. be able to give a sufficient amount of time to carry out the duties of the office.
4. The Secretary shall:
  - a. be a professional DC ACTE member in good standing for at least two (2) consecutive years;

- b. demonstrated leadership within the District of Columbia's CTE community; and
- c. be able to give a sufficient amount of time to carry out the duties of the office.

#### **D. Resignation and Removal**

1. An individual member may be removed from Executive Committee membership, if such member:
  - a. has a 30 day lapse in membership dues;
  - b. has willfully deceived the Executive Committee by giving false information;
  - c. has used his/her auspices or his/her Committee membership for unethical purposes, or has misused his/her auspices or Committee membership for illegal purposes, or has been convicted of a felony under the criminal law under whose jurisdiction the member or the member's conduct legally falls;
  - d. has committed a material breach, or breaches, of any of the provisions of the Committee's by-laws, which, in the opinion of the Executive Committee, are of a serious nature;
  - e. has knowingly furnished false information at the time of appointment, or selection, to the Committee; or
  - f. has not attended at least two or more meetings of the Executive Committee within a twelve-month period, or if the member has changed employment status, or domicile, or by other relevant circumstances has made continuation of service on the Committee irrelevant, or impractical, especially if the member has failed to inform the Committee of such changes in employment, domicile or of other relevant circumstances in a timely manner (except for reasons of illness, incapacitation or untimely family circumstances).
2. The Executive Committee may consider an appeal of its decision of removal, provided any new information offered as grounds for rebuttal.

### **ARTICLE VI. COMMITTEES**

#### **A. Establishment of Committees**

1. The Executive Committee shall establish procedures for the creation and operation of Standing and Ad Hoc committees as it deems appropriate. The President shall recommend to the Executive Committee on a regular basis the creation, dissolution and consolidation of these bodies. All committee members and chairpersons shall be members of DC ACTE.
2. All committees will have a chairperson. Co-Chairs will be at the discretion of the President and/or chairperson.
3. Due to vacancies or resignations, the President may appoint members and leaders of committees as appropriate.

#### **B. Standing Committees**

The DC ACTE Standing Committees were established to support the on-going programming, administration, and strategic planning of the Association.

1. Executive Committee:
  - a. the Executive Committee serves as the governing body of DC ACTE and shall have the authority and responsibility for the supervision, finance, and direction of the association.
  - b. the Executive Committee consists of the following positions:
    - i. President
    - ii. Vice-President
    - iii. Secretary



- iv. Treasurer
  - v. Ex-officio Member (Office of the State Superintendent of Education)
- c. the Executive Committee shall meet at the call of the president or when requested by at least three members of the Executive Committee
- 2. Policy and Bylaws Committee:
  - a. shall review, edit, and make recommendations concerning the Bylaws of the State Association.
- 3. Membership Value and Engagement Committee:
  - a. promotes DC ACTE membership, disseminates pertinent information concerning CTE to members, and conveys to the public the purposes and function of DC ACTE.
- 4. Professional Development and Leadership Committee:
  - a. provides DC ACTE members with meaningful, timely, and engaging opportunities to expand their research development knowledge and add valuable skills to professionals within the CTE community.
- 5. Awards and Recognition Committee:
  - a. is responsible for all awards and/or competitions sponsored by DC ACTE and ACTE.
- 6. Finance Committee
  - a.
- 7. Advocacy and Awareness Committee:
  - a. promotes the value of CTE within the District of Columbia through the planning, execution, coordination, and dissemination of public awareness campaigns and legislative matters.
- 8. Industry and Strategic Partnerships Committee:
  - a. strengthen and foster existing and potential partnerships and relationships with both public and private organizations to support CTE within the District of Columbia.

### **C. Ad Hoc Committees**

The DC ACTE Ad Hoc Committees are formed to support specific tasks or objectives, and dissolved upon completion of the task or achievement of the objective. These committees include the nominating committee and others that are determined by the Executive Committee.

- 1. Nominating Committee:
  - a. manages the nominations, policies, and procedures for the DC ACTE Executive Board and Standing Committee Chairpersons positions.

## **ARTICLE VII. ELECTIONS**

### **A. Eligibility**

- 1. The officers and chairpersons for DC ACTE shall be elected from the professional members of the Association who have participated in DC ACTE, including the organization and groups within DC ACTE.
- 2. They should be nominated on the basis of demonstrated leadership within the District of Columbia's CTE community. No officer having been elected to and having served a two (2) full terms may succeed himself/herself.
- 3. DC ACTE members who have had active membership for twelve (12) consecutive months may nominate candidates for officer and chairperson positions.

**B. Process of Nomination**

1. The process of selecting the DC ACTE nominees for the Officers and Chairpersons will be determined by the Executive and Nominating Committees, according to the qualifications outlined in these Bylaws.
2. Nominations will be open from January 1 through April 1 of each calendar year.
3. Candidates can nominate themselves for an office or chairperson position.
4. Candidates can only be nominated for one office or position during an election.

**C. Procedures of Election**

1. The DC ACTE Nominating Committee shall present to the membership candidates for the offices of President, Vice-President, Treasurer, Secretary, and all Standing Committee Chairpersons electronically, 30 days prior to the last Business Association Meeting of the calendar year.
2. A sample electronic ballot of approved nominees, biographical sketches, and platform statements shall also be published on the DC ACTE website.
3. Voting for the offices of President, Vice-President, Treasurer, Secretary, and all Standing Committee Chairpersons shall be held during the last Business Meeting of the calendar year. The Nominating Committee will allow for sufficient time before the end of the meeting to count the ballots.
4. The Nominating Committee shall appoint three tellers who shall count all ballots. Tellers must be approved by the Executive Board, 30 days prior to the election.
5. The Nominating committee shall certify to the Executive Committee the names of the persons duly elected.
6. In case of a tie vote, the DC ACTE Executive Committee shall cast the deciding vote. A plurality vote shall constitute an election.
7. All elections will be conducted electronically.

**D. Vacancies in Office**

1. If a vacancy occurs in the office of President, the Vice-President shall assume the duties of the President for the remainder of the term of office.
2. If a vacancy occurs in any other office on the Executive Committee, other than by expiration of a term, the remaining Executive Committee is empowered to fill said office for the unexpired term.
3. If a vacancy occurs for a chairperson of a Standing Committee, other than by expiration of a term, the Executive Committee is empowered to fill said office for the unexpired term.
4. All vacancies shall be filled within 60 days of declared vacancy.
5. After 60 days, unfilled vacancies can be filled through the nomination and election process outlined in these Bylaws.

## ARTICLE VIII. MEETINGS

### A. Annual General Association Meeting

DC ACTE shall have one (1) Annual General Association Meeting to be held in August, at the place and time of the annual conference.

### B. Business Meetings

DC ACTE shall have two (2) Business meetings to be held in December and June at the place and time determined by the Executive Committee.

### C. Ad Hoc Meetings

Ad Hoc meetings shall be called by the DC ACTE President when authorized by the Executive Committee, as needed

### D. Leadership Meetings

The Executive Committee and Standing Committee chairpersons will meet monthly at a time set by the aforementioned leaders.

### E. Recess

DC ACTE shall recess in July except for any approved meetings and activities sanctioned by the President.

### F. Quorum

1. Annual General Association Meeting:
  - a. the number of members present at the Annual General Association Meeting shall constitute as a quorum.
2. Business Meetings:
  - a. the number of members present at the Business Meeting shall constitute as a quorum.
3. Ad Hoc Meetings:
  - a. the number of members present at the Business Meeting shall constitute as a quorum.
4. Leadership Meetings:
  - a. the presence of a majority of the Executive Committee and Standing Committee chairpersons shall be necessary to constitute a quorum.

## ARTICLE IX. FISCAL YEAR

The financial year of the Association shall be from July 1 of one year through June 30 of the following year.

## ARTICLE X. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, will govern any provision not covered by the Bylaws of the DC ACTE.

### **ARTICLE XI. AMENDMENTS**

1. Proposed amendments to the Bylaws must be accompanied with a written rationale for the change and submitted to the Executive Committee between January 1 and April 1.
2. Proposed amendments with a written rationale shall be reviewed by the Bylaws Committee who may recommend acceptance or rejection.
3. All proposed amendments shall be noticed to the members at least 30 days prior to the May Business Meeting.
4. Amendments to the DC ACTE Bylaws shall be presented at the May Business Meeting and approved by a majority vote of the membership. And unless otherwise provided by the amendment, they shall become effective immediately after the close of voting.
5. Amendments will be approved via electronic vote.

### **ARTICLE XII. ESTABLISHMENT OF POLICIES**

1. The DC ACTE Executive Committee and Standing Committee Chairpersons shall establish and modify the written policies needed for its operations.
2. Such policies shall be recorded in the minutes and later compiled into a set of written policies, showing when adopted and where the policy originated by the Executive Committee.

### **ARTICLE XIII. MISCELLANEOUS PROVISIONS**

#### **A. Discrimination**

DC ACTE does not discriminate membership on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, leadership, or employment practices.